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IN REPLY REFER TO:

S72 (WCP 2623)

June 16, 2006

Memorandum

To: Associate Directors of Administration,
Harpers Ferry and Denver Service Centers Administration
Attention: Contracting, Agreement and Procurement Personnel

From: Chief, NPS Contracting Office, WASO

Subject: Updates to the Agreement Handbook
Agreement Handbook Memorandum Number 3

This memorandum is the third in a series that will transmit changes to the NPS Agreements Handbook, Version 6, dated October 1, 2002.

All changes will be dated on the top of each changed page until all changes are complete. At that time, the Handbook will be reissued under a new version number and date. Subsequent changes (Memoranda) will be based on the Handbook as changed by the last Memorandum. Changes will immediately be incorporated in the Handbook posted on the website.

This Memorandum Number 3 changes Chapters 1, 3, 4, 5, 6, 7, 8, 9, and Appendix E and F as follows:

1. Chapter 1, Page 1, **Purpose and Background**

Discussion:

Add reference to the Federal Financial Assistance Act of 1999 (P.L. 106-107)

Add:

In Paragraph 3, add the Federal Financial Assistance Act of 1999 (P.L. 106-107) after the Federal Grant and Cooperative Agreement Act of 1977.

2. Chapter 3, Page 8

Discussion:

Director's Order 38 formally named "Historic Property Leasing" was revised on 1/10/06 and renamed "Real Property Leasing".

Change:

"Historic Property Leasing" to "Real Property Leasing"

Delete:

(presently under revision)

3. Chapter 3, Page 10

Discussion:

Add reference to the Partnership Legal Primer. This document provides a basic introduction to federal law and ethical considerations affecting agreements.

Add:

New Number 4. **Partnership Legal Primer**

This document provides a basic introduction to federal law and ethical considerations affecting agreements. It can be found on the Department of the Interior's Partnership web page: http://www.doi.gov/partnerships/partnership_legal_framework.html

4. Chapter 3, Page 10

Discussion:

Add definition for Agreements Technical Representative (ATR), formally referred to as Key Official in many places in the handbook.

Add:

This new definition will become Number 3 and all other definitions are renumbered accordingly.

“Agreements Technical Representative (ATR) - The individual who provides technical information, statements of work, and technical assistance for cooperative agreements and other types of agreements, and receives reports and other deliverables. Ensures invoices are reviewed for accuracy and payments are processed in accordance with the terms and conditions of the agreement. National Park Service key officials responsible for administering agreements must initially attend a 24-hour agreements training course and an eight-hour refresher course every three years thereafter. *(See Chapter 9, Paragraph 9.10 for specific responsibilities).*”

5. Chapter 3, Page 11

Discussion:

The information pertaining to Contractor Warrant Levels is updated to require a Level III and IV warrant with agreements training in order to sign cooperative agreements. Warrant Level IIBs with agreements training who received their agreements warrant prior to January 1, 2006 may also sign agreements.

Delete:

Level IIB with Agreements Training \$100,000

Add:

“Warrant Level IIBs with agreements training who received their agreements warrant prior to January 1, 2006 may also sign agreements”.

6. Chapter 3, Page 12

Discussion:

The definition of discretionary assistance has been clarified.

Add:

The new definition now reads as follows: “**Discretionary Assistance** – Most NPS cooperative agreements are considered to be discretionary. Discretionary cooperative agreements are defined as those agreements that lend themselves to competition. All assistance awards are discretionary unless otherwise earmarked by Congress for a particular source. Discretionary assistance awards are made to a limited number of selected recipients based on criteria chosen by an agency for a specific program. Programs with limited eligibility, e.g., Cooperative Ecosystem Studies Units (*CESUs*), and matching or cost-sharing requirements may still be considered discretionary in nature as they contain competitive components.”

7. Chapter 3, Page 12

Discussion:

The definition under FedBizOpps has been clarified to state that this is now the central location where all business opportunities over \$25,000 **for procurement contracts** are posted.

Add:

Insert “for procurement contracts”.

8. Chapter 3, Page 13

Discussion:

The definition for Key Officials is modified to delete what is now specifically required of an Agreements Technical Representative.

Change:

Number 24 to delete the following sentence:

“National Park Service key officials responsible for administering agreements must initially attend a 24-hour agreements training course and an eight-hour refresher course every three years thereafter. *(See Chapter 9, Paragraph 9.10, for more information regarding this training requirement.)*”

This sentence and reference is added to the definition of the Agreements Technical Representative in Number 3

New Number 25

9. Chapter 3, Page 14

Discussion:

The definition for mandatory assistance is added.

Added:

The new definition reads as follows: “**Mandatory Assistance** - Mandatory assistance is mandated by statute for an entire class of recipients, usually according to a specific statutory formula for distribution of the funds. There is generally no competition for funds among eligible entities in mandatory assistance.”

10. Chapter 3, Page 17, Paragraph 3.3 **Acronyms**

Discussion:

Two new acronyms are added.

Add:

“ATR Agreements Technical Representative”
“P.L. Public Law”

11. Chapter 3, Page 17, **Instrument Selection Guide and Legal Review Requirements**

Discussion:

The instrument used for fundraising agreements is typically a Memoranda of Agreement. Fundraising agreements require legal review. Therefore, the fifth block in this matrix under the legal review column is modified to refer the reader to DO 21.

Change:

In Block 5, change as follows:

“Fundraising agreements require legal review. See DO 21. Legal review of other types of agreements is optional, but ensure that appropriate legal authority exists.”

New Page 18

12. Chapter 3, Pages 19 & 20, Paragraph 3.5 **Catalog of Federal Domestic Assistance**

Discussion:

The coverage and procedures for use of the catalog of federal domestic assistance incorporating new departmental manual 505 and 507 coverage. Most of the text is new and set for the below.

Add:

“Catalog of Federal Domestic Assistance

The *Catalog of Federal Domestic Assistance (CFDA)* is a governmentwide compendium of federal programs, projects, services, and activities that provide assistance or benefits to the American public. The primary purpose of the catalog is to help users obtain general information on Federal assistance programs.

In compliance with Public Law 95-220, it is the policy of the Department to ensure that information on domestic assistance programs and activities that are federally funded and administered by the Department are entered into the *CFDA* and updated on a regular basis to provide current information on programs. Actual funding opportunities for discretionary grants and cooperative agreement programs described in the *CFDA* shall then be posted to grants.gov (*See 505 DM 2.13 and 507 DM*). Exceptions include:

a) announcements of funding opportunities for awards less than \$25,000 for which 100 percent of eligible applicants live outside of the United States; and b) the exception cited in the Departmental Manual, Part 505, Section 2.4A pursuant to awards made under the authority of the Indian Self-Determination and Education Assistance Act (P.L. 93-638).

In the *CFDA*, each program is described in terms of the specific type of assistance provided, authorizing legislation, objectives and goals of the program, applicant eligibility requirements, and application and award processing. The names and telephone numbers of persons to be contacted for detailed program information at the headquarters, regional, and local levels are also provided. The *CFDA* includes “Federal domestic assistance programs” which provide assistance or benefits for a State or States, territorial possession, county, city, other political subdivision, grouping, or instrumentality thereof, any domestic profit or nonprofit corporation, institution, or individual other than an agency of the Federal Government.

Only programs that are funded on an annual basis are listed in the *Catalog of Federal Domestic Assistance*. A description cannot be published until the program is funded, the information is submitted by the program manager for inclusion in the catalog and the *CFDA* number is established. To establish the program and number in the catalog, the program manager must complete the *CFDA* application form in Attachment 4.15 and submit it to the regional, center, or grant *CFDA* lead listed in Attachment 4.16. The regional or center lead will transmit the completed application for a program listing and number to the Federal Financial Assistance Communication Liaison in the Contracting Office, WASO. The Liaison will then transmit the application to the Department for entry into the catalog and assignment of a program number. Once the entry has been made, the program office and regional or center *CFDA* lead will be notified of the action.

A *CFDA* number is a unique number created in the *CFDA* database. It tracks all domestically funded Federal programs available to state and local governments (including the District of Columbia); federally recognized Indian tribal governments; territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.

Agreements, where appropriate funding is directed by Congress to a specific recipient, are published in the *CFDA*, but are not required to be posted in grants.gov. Agreements identified as one-of-a-kind, unique, or temporary are not published or assigned a catalog number in the *CFDA* and are not posted to grants.gov. Therefore, should an applicant inquire about the inclusion of a *Catalog of Federal Domestic Assistance* number in Block Number 10 of SF-424, "Application for Federal Assistance," advise the applicant to leave the number blank until a temporary program number is assigned by the contracting office. If you need to assign a new temporary program number, contact the Federal Financial Assistance Communication Liaison in the Contracting Office, WASO to have that temporary program number requested through the Department.

Since *CFDA* numbers are now available from the *CFDA* database in real time, temporary program numbers (previously known as "pseudo codes") will be granted for limited duration and only in cases of emergency, e.g., fires, natural or national emergency. Upon receipt of written bureau/office financial assistance program requests with justifications, temporary program numbers will be assigned by the Office of Acquisition and Property Management, and must be superseded by a *CFDA* number within 45 days of issuance.

The current *Catalog of Federal Domestic Assistance* can be accessed on the Internet at <http://www.cdfa.gov>. Attachment 4.15 contains a *CFDA* program application form for the program office's use to request that a new program be entered or updated. For ease of use, some instructions are provided on the form. There is also a link to the NPS current *CFDA* programs and numbers on the last page of this form. Complete procedures and instructions for compiling, preparing and submitting information on programs to be included in the *CFDA* can be assessed at <http://www.doi.gov/pam/CFDAreferenceManual2005.html>. All new discretionary grant and cooperative agreement opportunities must contain a valid *CFDA* number and must also be posted to grants.gov (www.grants.gov)."

13. Chapter 3, Page 21, Attachment 3.1, Sec. 5 (1), **Federal Grant and Cooperative Agreement Act of 1977**

Discussion:

These are corrections to typographical errors.

Change:

- (a) The word "of" is changed to "or" in the second line, last word in Sec. 5. (1).
- (b) The word "of" is changed to "or" in the third line in Sec. 5. (1).

14. Chapter 4, Paragraph 4.1., **Instrument Selection**, Page 34, Paragraph 3

Discussion:

The instrument to use for receipt of incoming funds is a Memoranda of Agreement.

Add:

The following sentences are added to the end of Paragraph 3: “A cooperative agreement is not the proper instrument to use when you are receiving funds. A memoranda of agreement is the proper instrument (*See Chapter 7*).”

New Page 36

15. Chapter 4, Paragraph 4.1., **Instrument Selection**, Page 35, Paragraph 3

Discussion:

Contracting Officers, who have agreement authority, also have grant authority. Therefore, the following sentences are deleted.

Delete:

- (a) The second sentence “The National Park Service has limited grant authority for specific programs,” is deleted.
- (b) The last sentence of Paragraph 3 “Most NPS contracting officers do not have grant authority,” is deleted.

New Page 37

16. Chapter 4, Page 48, New Number 6. **Student Conservation Association, National Cooperative Agreement Process**

Discussion:

Add the following new procedures for using the National Cooperative Agreement with the Student Conservation Association (SCA).

Add:

6. Student Conservation Association (SCA) National Cooperative Agreement Process
H000102002

On April 6, 2004, the Program Manager for Youth Programs Division, Washington, DC issued new procedures for using the National Cooperative Agreement with the Student Conservation Association (SCA). These procedures were to decentralize the funding for this program to the park, regional, and/or center program offices.

The following guidelines and processes have been modified as follows for the FY06 actions:

1. After completing the appropriate forms from the SCA website, the program manager should fax it to SCA, Attn: Lorraine Chapman at 603-543-1828 to obtain a price quote and an assigned project number.
2. Based on the price quote received from SCA, a purchase request (PR) should be generated in IDEAS regardless of funds being utilized. Be sure to place the project number on the PR. Forward the PR and the SCA project form to your acquisition office. The PR is an internal document that authorizes the contracting officer to obligate the program manager's funds. It is **not** to be sent or faxed to SCA. Allow the acquisition office 30 days to process the paperwork through SCA from the time that the PR is entered into IDEAS.
3. The acquisition office will prepare a task agreement (*see Attachment 4.3*) based on the PR and the project form and will fax a copy to SCA, Lorraine Chapman at 603-543-1828. **SCA cannot process your request without a copy of the task agreement.**
4. Once the acquisition office receives a signed copy of the task agreement from SCA, the contracting officer will sign it and send a copy back to SCA. This authorizes SCA to proceed with SCA personnel assignment.
5. At this time, the contracting officer will need to prepare an obligation document in IDEAS by preparing a task agreement against the master agreement and obligating and releasing it.
6. The contracting officer, Cynthia Adonoo, and the program manager at the park who initiated the PR, should be sent notification via e-mail at the time of the award. They should also get copies of the fully executed task agreement and any modifications and the obligating document.
7. Payments to SCA are processed in IDEAS just as any receiving report is done for a task agreement.

17. Chapter 4, Page 49 and 50, Paragraph 4.2, **Competition and Posting of Cooperative Agreement Funding Opportunities**

Discussion:

The first four paragraphs of this section have been modified to include discussion on the new posting requirements and use of grants.gov FIND.

Add:

The Federal Grant and Cooperative Agreement Act of 1977 (*31 U.S.C. §§6301 et seq.*) expressly states that one of the purposes of the Act is to encourage competition, where deemed appropriate, in the award of cooperative agreements. The OMB, in its final guidance on the implementation of the Federal Grant and Cooperative Agreement Act, states that agencies are encouraged to maximize competition among all types of recipients in the award of cooperative agreements in accordance with program purposes. The Departmental Manual, Part 505, Sections 2.2 and 2.15, encourage competition in awarding discretionary grant agreements and cooperative agreements. Discretionary cooperative agreements are defined as those agreements that lend themselves to competition (*See Chapter 3, Definitions*).

In order to provide the public maximum opportunity to view potential funding opportunities consistent with *P.L. 106-107*, all discretionary cooperative agreement funding opportunities including those under *CESUs* must be posted to grants.gov (www.grants.gov). For posting instructions refer to: <http://www.doi.gov/pam/GrantsFINDpolicy102703.doc> and <http://www.doi.gov/pam/GrantsFINDuserguide.html>.

Exceptions include:

1. Programs that only publish funding opportunities in the Catalog of Federal Domestic Assistance (*CFDA*).
2. Announcements for awards less than \$25,000 for which 100% of eligible applicants live outside the United States.
3. Single source announcements of funding opportunities issued by the bureau/office which are specifically directed to a known recipient.
4. The Bureau/Office program has received an exemption or waiver from OMB.

It is the policy of the NPS to compete discretionary cooperative agreements wherever possible or to justify why competition has not occurred. A non-competitive cooperative agreement is one in which the normal rules requiring competition are waived.

18. Chapter 4, Page 47, Number 1

Discussion:

Change “bullets” to (a), (b), (c), (d) and (e). In the new Paragraph (d) change “*FedBizOpps*” in both places to *grants.gov*. This is the new website where agreement opportunities are to be advertised.

Change:

Change “bullets” to (a), (b), (c), (d) and (e).

Paragraph (d) – Change “*FedBizOpps*” in both places to “*grants.gov*.”

New Page 51

19. Chapter 4, Page 47, Number 2

Discussion:

The steps for initiating a competitive cooperative agreement have been refined to include solicitor review prior to issuance of a competitive cooperative agreement and synopsis in Grants.gov, or the Federal Register.

Add:

Add two new subparagraphs in the beginning as (a) and (b) as follows:

- (a) Prepare draft solicitation with draft agreement
and send to the solicitor’s office for review
- (b) Synopsise in *grants.gov* or the *Federal Register*

Change existing “bullets” to (c), (d), (e), (f), (g), (h), (i).

In subparagraph (c) change it from “Prepare and send out solicitation” to “Finalize and send out solicitation.”

- (c) Finalize and send out solicitation.

New Page 51

20. Chapter 4, Page 48, Attachment 4.3, **Requirements for Initiating a Cooperative Agreement**, New Numbers 4 and 6.

Discussion:

All task agreements must document substantial involvement.

Add:

Add the following new Number 4 as follows:

- “4. **Substantial Involvement Documentation for Use of a Task Agreement**, Attachment 4.9 – The documentation required by this attachment is necessary to assist the contracting officer to determine that the required substantial involvement exists for task agreements issued under the terms and conditions of the existing master agreement.”

Discussion:

A Financial Assistance File Index is added as a new required element for every financial assistance agreement file.

Add:

Add the following new Number 6 as follows:

- “6. **Financial Assistance File Index**, Attachment 4.11 – The contracting officer must use this file index to organize all financial assistance files. The use of this checklist is mandatory; however, many items may not apply. Use the box provided to check what is included in your file. Pay particular attention to the documentation required regarding your decision to compete or not to compete the requirement.”

New Page 52

21. Chapter 4, Page 51, Number 17, **Receipt of Funds**

Discussion:

Cooperative agreements are not to be used for the receipt of funds. The proper instrument for the receipt of funds is a memoranda of agreement.

Delete:

Receipt of Funds, Number 17, is deleted in its entirety.

22. Chapter 4, Page 56, Number 5, Paragraph B. **OMB Circular A-102, .43 CFR 12.81, State and Local**

Discussion:

This is a correction to an administrative error. The reference was stated incorrectly.

Change:

The reference “[ref. § 12.81(6)]” is changed to “[ref. § 12.81 (a)(6)].”

New Page 59

23. Chapter 4, Page 56, Paragraph 4.7, **Legal Review**

Discussion:

Legal review requirements have been revised to communicate that it is always advisable to obtain legal review when complexity, novelty, intellectual property issues, potential conflicts of interest or other concerns are present. It also advises that beginning October 1, 2006, there will be a policy threshold at which legal review of task agreements and modifications will be required.

24. Chapter 4, Page 57, Paragraph 4.9, **Review and Signature Requirements**

Discussion:

A Level III contracting officer warrant is now required for signature of cooperative agreements; however, prior to January 1, 2006 if a Level IIB warrant had agreement authority, this particular warrant is “grandfathered-in” with agreement authority. This Paragraph is modified to indicate this.

Add:

“(before January 1, 2006)” after the following sentence:

The new sentence will then read as follows: “A contracting officer who possesses a Level IIB (**before January 1, 2006**), Level III, or Level IV warrant and who has met the training requirements, may sign cooperative agreements.....”

New Page 60

25. Chapter 4, Page 57, Paragraph 4.10, Number 1, **Modifications**

Discussion:

The name of the sample is revised.

Change:

The word “cooperative” is changed to “task”.

New Page 60

26. Chapter 4, Page 58, Paragraph 4.11, **Reporting Requirements**

Discussion:

Reporting by pseudo codes is eliminated and is replaced with the requirement to use a CFDA number or a temporary program number for reporting.

New Page 61

27. Chapter 4, Page 70, Article X, **Property Utilization**, Paragraph A

Discussion:

Correction to error.

Change:

In the second line change the “and” to “through” as follows:
“43 CFR § 12.71 through 12.73.”

New Page 73

28. Chapter 4, Pages 101 & 102, Attachment 4.5, **Sample Cooperative Agreement Modification**

Discussion:

Correction to error.

Change:

In the title the word “Cooperative” is changed to “Task”.

New Pages 104 and 105

29. Chapter 4, Page 107, Paragraph 5 (a) (4). Attachment 4.6, **Liability clause with state or local governmental partners**

Discussion:

There is a missing word at the beginning of Number 5(a)(4).

Change:

Number 5. (a) (4) the word “that” is added at the beginning of paragraph, i.e., “That in the event.....”

New Page 110

30. Chapter 4, Page 108, Number 5 (b)(2), Attachment 4.6, **Liability clause with non-profit, non-governmental partners**

Discussion:

The Solicitor in Oakland, Carolyn Lown, suggested to Theresa Fisher that we add the following additional language to the Liability Clause with non-profit and non-governmental partners.

Change:

Number 5 (b)(2) is modified to insert the phrase “and maintain throughout the term of this Agreement” after the words “To purchase.” The new Paragraph will then read as follows “To purchase and maintain throughout the term of this Agreement public and employee’s liability insurance.....”

New Page 111

31. Chapter 4, Page 113, Attachment 4.8 **Documentation for use of a Cooperative Agreement**

Discussion:

This form has been modified to include additional questions to assist the contracting officer and the solicitor's office in initially determining more information regarding the purpose and function of the agreement.

Add:

The following new questions are added:

3. Who are the parties to the agreement?
4. What is the purpose of the agreement?
5. What are the deliverables expected?
6. What will NPS specifically do to carry out the project?
7. How will the NPS benefit from this collaboration?

New Page 116

32. Chapter 4, Page 117, New Attachment 4.9, **Substantial Involvement Documentation, Task Agreement**

Discussion:

The Solicitor in the Northeast Region, Tony Conte, suggested to Mike Kennison that we add a requirement to the handbook that would ensure that substantial involvement is documented for all task agreements.

Add:

A new form entitled "Substantial Involvement Documentation, Task Agreement" is added as Attachment 4.9, courtesy of the Pacific West Regional office.

33. Chapter 4, New Page 119, Attachment 4.11, **Financial Assistance File Index**

Discussion:

A new Financial Assistance Index is attached to this memorandum and will become Attachment 4.11 of the handbook. It is provided for immediate use in all federal financial assistance files.

Add:

New Attachment 4.11

34. Chapter 4, Page 120, Attachment 4.12, **Agreement Information Sheet**

Discussion:

This agreement information sheet is modified to eliminate the language pertaining to receipt of funds coming from a Cooperator.

Change:

The third block on this form is changed from “Billing Information for NPS to bill Cooperator” to “Billing Information for NPS to bill Recipient”.

New Attachment 4.14

New Page 125

35. Chapter 4, Page 121, Attachment 4.13, **Pseudo Codes Used by the National Park Service**

Discussion:

Pseudo codes should no longer be used. They are to be replaced by either a CFDA number or a Temporary Program Number.

Delete:

Attachment 4.13

36. Chapter 4, Page 126-130, New Attachment 4.15, **Request for Submission of CFDA Program Listing and Number with Instructions**

Discussion:

A new CFDA application form is provided for use by the Program office in requesting and/or updating their program listing in the *Catalog of Federal Domestic Assistance*.

37. Chapter 4, Page 122, Attachment 4.14, **FAADS Leads, Regional Coordinators and Back-Ups**

Discussion:

This form has been revised to communicate that the current FAADS lead will also assume the responsibility of the regional or center lead for CFDA applications.

Jesse Chavez, Alaska Regional Office, is replaced with Germaine Graham as the primary contact person for the FAADS system in this region. Davis Smith, WASO, is replaced with Bruce Feirtag.

Delete, Change and Add:

The title of this attachment becomes “**CFDA and FAADS Leads, Regional Coordinators and Back-ups**”

Delete Jesse Chavez and add Germaine Graham
Germaine Graham phone number is (907) 644-3521
Delete Davis Smith and add Bruce Feirtag
Bruce Feirtag phone number is (303) 987-6767

New Attachment Number 4.16
New Page 131

38. Chapter 7, Page 187, Paragraph 1, **Memoranda of Understanding**

Discussion:

The second Paragraph of this section requires clarification to ensure the understanding and proper use of this instrument.

Delete:

“nor transfer”

Add:

“such as furnishing”. The changed sentence now reads “This agreement must not commit the NPS to provide financial assistance in any form, **such as furnishing** NPS property, goods, or services.

New Page 196

39. Chapter 7, Page 188, Paragraph 2, **Memoranda of Agreement**

Discussion:

The first paragraph requires clarification regarding the understanding and proper use of this instrument.

Delete:

“expend NPS Funds”

Add:

“transfer funding to another party”. The changed sentence now reads, “This type of agreement also may establish the administrative framework for entering into subsequent agreements that allow for the expenditure of funds, but such an agreement never is used to **transfer funding to another party.**

New Page 197

40. Chapter 7, Page 189, Paragraph 7.3, **Essential Elements of Agreements**

Discussion:

Director's Order 21, Donations and Fundraising, was reissued on May 1, 2006 with a Reference Guide. The Reference Guide contains sample fundraising agreements. Therefore, the sample fundraising agreement in Chapter 7, Attachment 7.3 is removed and reference to this new Reference Guide is inserted.

Add:

In the opening Paragraph insert "*see the Reference Guide which is a part of Director's Order 21, Donations and Fundraising.*"

Delete:

see Attachment 7.3

New Page 198

41. Chapter 7, Page 195, Paragraph 7.8, **Agreements Involving Fundraising**

Discussion:

Director's Order 21, Donations and Fundraising, has been updated effective May 1, 2006. A Reference Guide accompanies this new document which includes sample fundraising agreements.

Change:

The date of issuance is changed from "September 18, 1998" to "May 1, 2006."

A sample fundraising agreement is changed from "Attachment 7.3" to "the Reference Guide to Director's Order 21."

New Page 202 and 203

42. Chapter 7, Page 213, Attachment 7.3, **Sample Fundraising Agreement**

Discussion:

This sample fundraising agreement is deleted. Reference in the handbook is now made to the Director's Order 21 Reference Guide.

Delete:

Attachment 7.3

43. Chapter 7, Page 227, Attachment 7.6, **Agreement Information Sheet**

Discussion:

This agreement information sheet is modified to eliminate the language pertaining to receipt of funds coming from a Cooperator.

Change:

The third block on this form is changed from “Billing Information for NPS to bill Cooperator” to “Billing Information for NPS to bill Recipient”.

New Attachment 7.5

New Page 226

44. Chapter 9, Page 242, Paragraph 9.9, **Contracting Officer with Level IIB or Higher Warrant with Agreements Training**

Discussion:

Effective January 1, 2006, a Level III warrant with agreements training is required in order to sign a cooperative agreement.

Change:

In the Paragraph heading change “Level IIB” to “Level III”.

New Page 244

45. Chapter 9, Page 243, Paragraph 9.9, Number 7, Subparagraph (a)

Discussion:

Agreement opportunities are now required to be publicized in Grants.gov.

Change:

Subparagraph (a) from “FedBizOpps” to “Grants.gov”

Delete:

(See Part 5 of the Federal Acquisition Regulation).

New Page 245

46. Chapter 9, Page 243, Paragraph 9.9, Number 13

Discussion:

This Paragraph is revised to require a Level III or higher warrant, unless “grandfathered” as a Level IIB, prior to January 1, 2006.

Change:

In the first sentence, change “Level IIB” to “Level III”.

Add the following phrase to the first sentence:

“(unless grandfathered as a Level IIB prior to January 1, 2006)”.

New Page 245

Appendix E, Pages 294-296, **List of Relevant Website Addresses**

Discussion:

Web addresses have been updated.

Change and Add:

The web address for the Acquisition Reform Network and Federal Acquisition Regulation, Information on Acquisition Management is changed to: <http://acquisition.gov>.

The web address for Acquisition Reform Network, Excluded Parties List, is changed to: <http://www.epls.gov>.

The web address for BPN Federal Registration, BPN Federal Agency Registration Site, is changed to: <https://www.bpn.gov/far>. The “s” was previously omitted.

New Pages 296 thru 298

The following new web addresses have been added:

Site	What's There
www.grants.gov	The single government point of entry for Federal government discretionary grant and cooperative agreement opportunities.
http://www.doi.gov/pam/GrantsFINDuserguide.html	Posting instructions for grants.gov
http://12.46.245.173/pls/portal30/CATALOG.BROWSE_SUBAGENCY_PROGRAM_RPT.SHOW?p_arg_names=agency_id&p_arg_values=509	Complete listing of current NPS CFDA programs and numbers.
http://www.doi.gov/pam/CFDAreferenceManual2005.html	Guideline used in defining the scope of Catalog programs.
http://elips.doi.gov/elips/DM_word/3706.doc	Departmental guidance to implement provisions of the Federal Grant and Cooperative Agreement Act, the Federal Financial Assistance Management Improvement Act, and related guidance issued by the OMB and its updates Departmental guidance to incorporate P.L. 106-107 and grants.gov requirements and processes.
http://elips.doi.gov/elips/release/3707.htm	Provides DOI policy and <i>procedures to implement OMB Circular A-89</i> (revised)

New Page 299

Please note that many of the Attachment Numbers in Chapter 4 and 7 have changed throughout the handbook, but are not separately annotated in detail in this memorandum. Also, global changes were made to recognize the new term Agreements Technical Representative (ATR) and the change in the title of the Chief, NPS Contracting Office, WASO. Many new contributors were also added to Appendix F. Questions can be addressed to Bruce Feirtag of this office, at 303-987-6767.

/s/

Heidi M. Ernst, Chief
NPS Contracting Office, WASO

Attachments (3)

- New Attachment 4.9 – Substantial Involvement Documentation for Task Agreement
- New Attachment 4.11– Financial Assistance File Index
- New Attachment 4.15 – Request for Submission of CFDA Program Listing and Number with Instructions